



Time Quotas and FMLA Leaves of Absence/Leave Without Pay Blueprint Workshop

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Time Management Team

SCEIS

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SCEIS Mission

The South Carolina Enterprise Information System
will ***standardize and streamline
business processes***
within the government of South Carolina,
using best business practices to
***achieve cost-effective and efficient
delivery of services.***

Timely, accurate and complete information
provided through SCEIS
will empower decision-makers
to ***improve the way government works*** for
the citizens of South Carolina.

HR/Payroll Team Vision

“Connecting State Government’s people and information through a statewide human resources/payroll system that is accurate, responsive and customer focused.”



Workshop Agenda - Day 1

9:00 Overview and Introductions

- Workshop Participants
- HR/Payroll Project Overview
- Blueprint Workshop Objectives
- Roles and Guidelines

9:30 SAP Overview

- Process
- Terms
- Definitions
- Concepts

Workshop Agenda - Day 1 Continued

10:30am	Quota (Accrual) Definitions
12:00pm	Lunch
1:00pm	Quota Accruals and Accounting
3:00pm	Quota Deduction and Accounting
2:30pm	Time Management Rules/Calculations
4:30pm	Wrap Up

Workshop Agenda – Day 2

9:00am	Questions/Comments
9:30am	FMLA
12:00pm	Lunch
1:00pm	Leave of Absence Process/Procedures
3:00pm	Reporting
4:30pm	Wrap Up
	Open Issues and Owners
	Next Steps

Introductions and Logistics

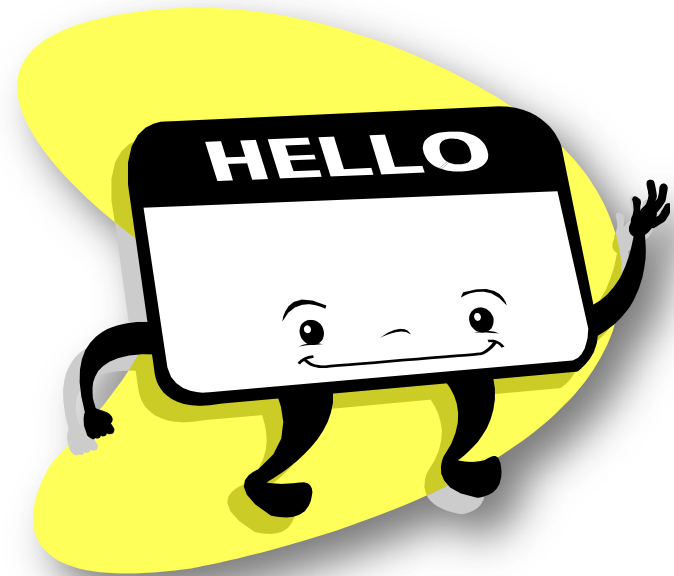
Introductions

Who we are

- 🌀 Sammie Chumley
- 🌀 Robin Owens
- 🌀 Kumar Kittuswamy

Who are you?

- 🌀 Name
- 🌀 Agency
- 🌀 Role with the State



Workshop Logistics



- ☉ Sign-In Sheet
- ☉ Tent Cards
- ☉ Rest Rooms
- ☉ Breaks
- ☉ Parking Lots
- ☉ Ground Rules

Workshop Guidelines

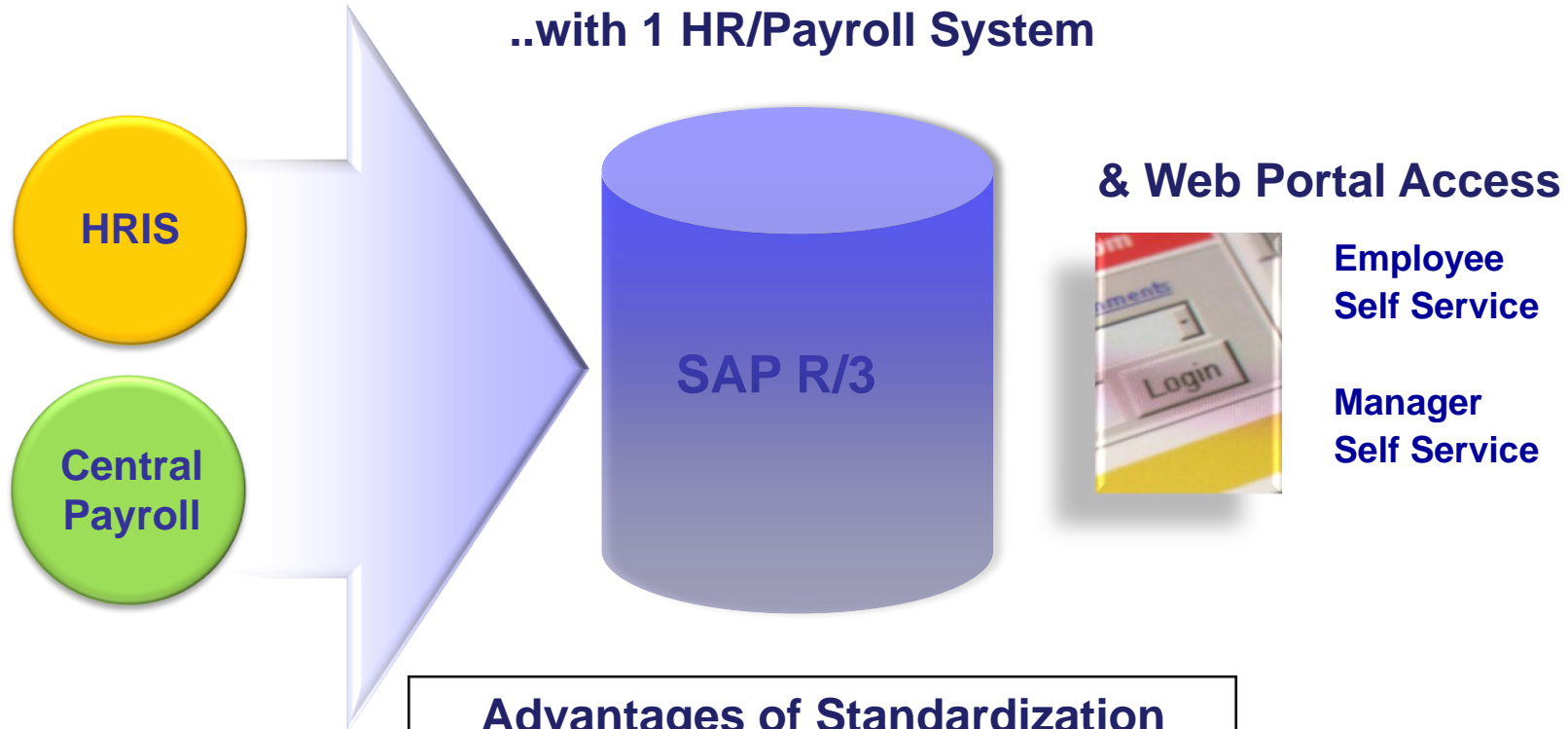
- ☞ Respect time
 - ☞ Think outside of the box
 - ☞ Respect process
 - ☞ Stick to agenda topics
 - ☞ One subject discussed at a time
 - ☞ Keep the end in sight
 - ☞ Work on common terminology for understanding
 - ☞ Respect one another
 - ☞ One conversation at a time
 - ☞ Cell phones and pagers turned off
 - ☞ Listen
 - ☞ Silence means agreement
 - ☞ Issues will be parked and resolved outside the meeting
- ☞ And have FUN!

HR/Payroll Project Overview

What Is This Project About?

Replacing 2 Systems...

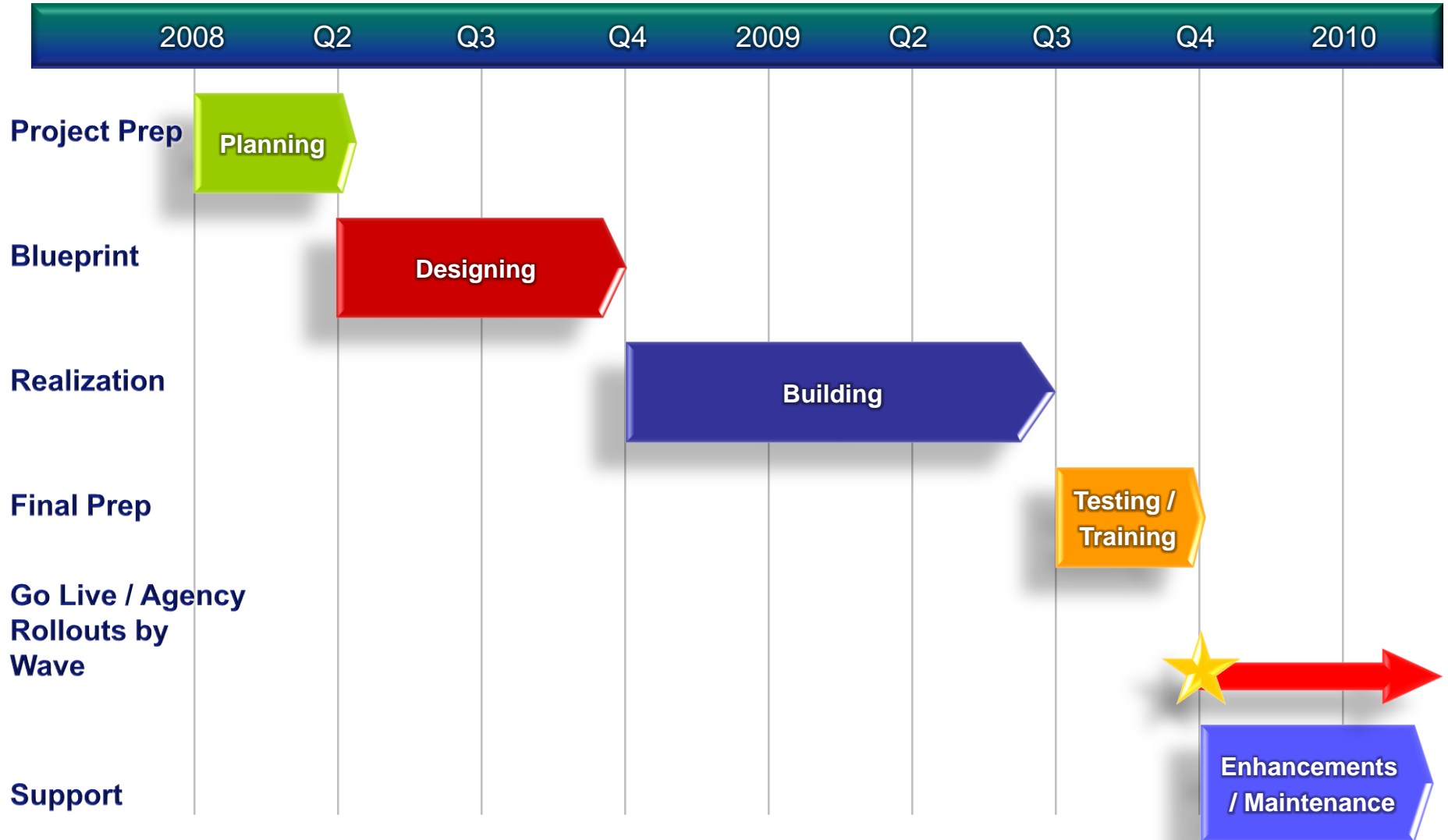
..with 1 HR/Payroll System



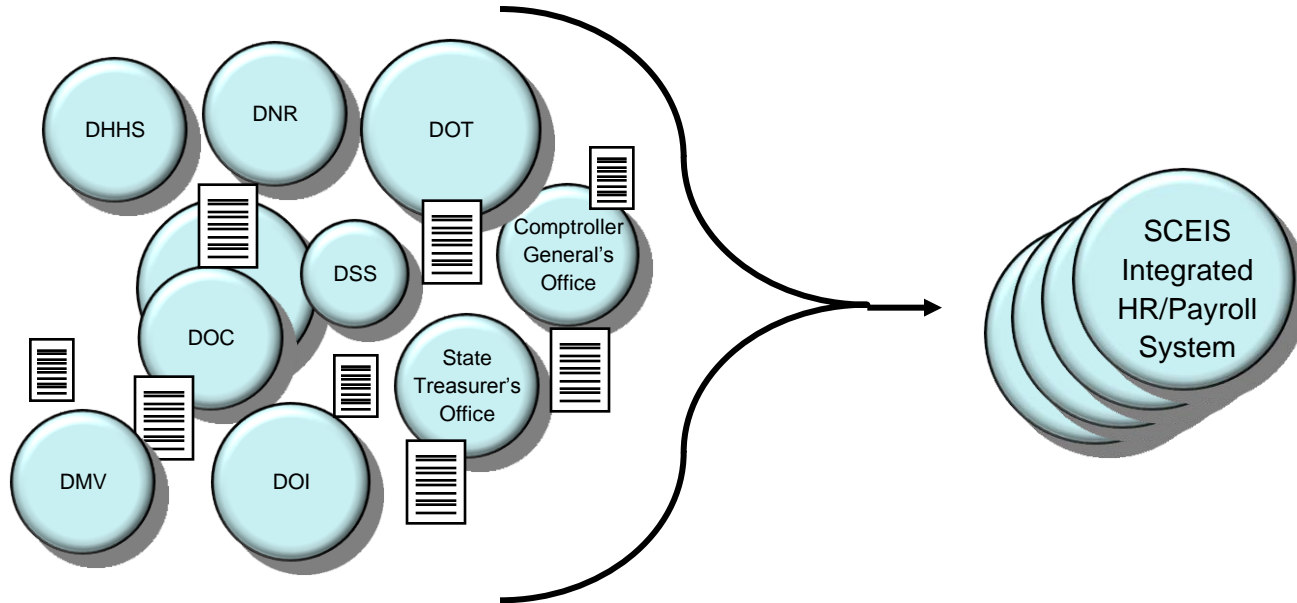
Advantages of Standardization

- ☉ Increase Productivity
- ☉ Provide Statewide Consistency for Employees
- ☉ Create a More Fair and Equitable System for All
- ☉ Provide Better Communication
- ☉ Introduce Best Business Practices

HR/Payroll Timeline



HR Transformation



- ⌚ Poor access to information
- ⌚ Multiple forms and systems
- ⌚ Lack of consistent Policies and Procedures
- ⌚ Fragmented processes
- ⌚ Many process participants
- ⌚ Duplicate Information
- ⌚ Data integrity and recoverability problems
- ⌚ No transaction monitoring
- ⌚ Overly complex service delivery

- ⌚ Defined Organizational structure
- ⌚ Defined roles and responsibilities
- ⌚ Single database for access to information
- ⌚ Integrated systems
- ⌚ Defined Policies and Procedures
- ⌚ Coordinated and more efficient processes
- ⌚ Easy data maintenance
- ⌚ Control of operations and data
- ⌚ Able to monitor transaction status
- ⌚ Foundation for future service delivery improvements

SAP Overview

What is SAP?

- ☉ SAP is the world's leading provider of business software, offering applications and services that enable companies of all sizes and in more than 25 industries to become best-run businesses.
- ☉ SAP was founded in 1972 by five former IBM employees.
- ☉ SAP stands for Systems, Applications and Products for Data Processing.
- ☉ SAP has over 47,800 customers in 120 countries.
- ☉ SAP software is an enterprise resource planning (ERP) system.
- ☉ An ERP system is an information system that integrates departments and functions across a business into one computer system.

SAP Concepts

- ☉ SAP software provides modules to support multiple business functions
- ☉ Human Resource modules support activities in
 - ☉ Personnel Administration
 - ☉ Organization Management
 - ☉ Compensation Management
 - ☉ Payroll



Functions Defined

Process/Module	Definition
Organizational and Position Management	View and manage the agencies from a structural view. The structure of departments / sections and their associated position.
Time and Leave Management	Employee work schedule, time worked, and time off. Supporting collection, approval and distribution of time data.
Employee Self Service Manager Self Service	ESS/MSS-allows employees/managers to view and maintain selective data regarding themselves (employee) or their employees (managers).

Functions Defined, Continued

Process/Module	Definition
Personnel Administration	Employee personnel data-name, address, EEO code, education, tax info and status within the organization eg: Active, Retired, LOA.
Payroll	Employee gross/net payroll and contains payroll related data including payments and deductions for an employee.

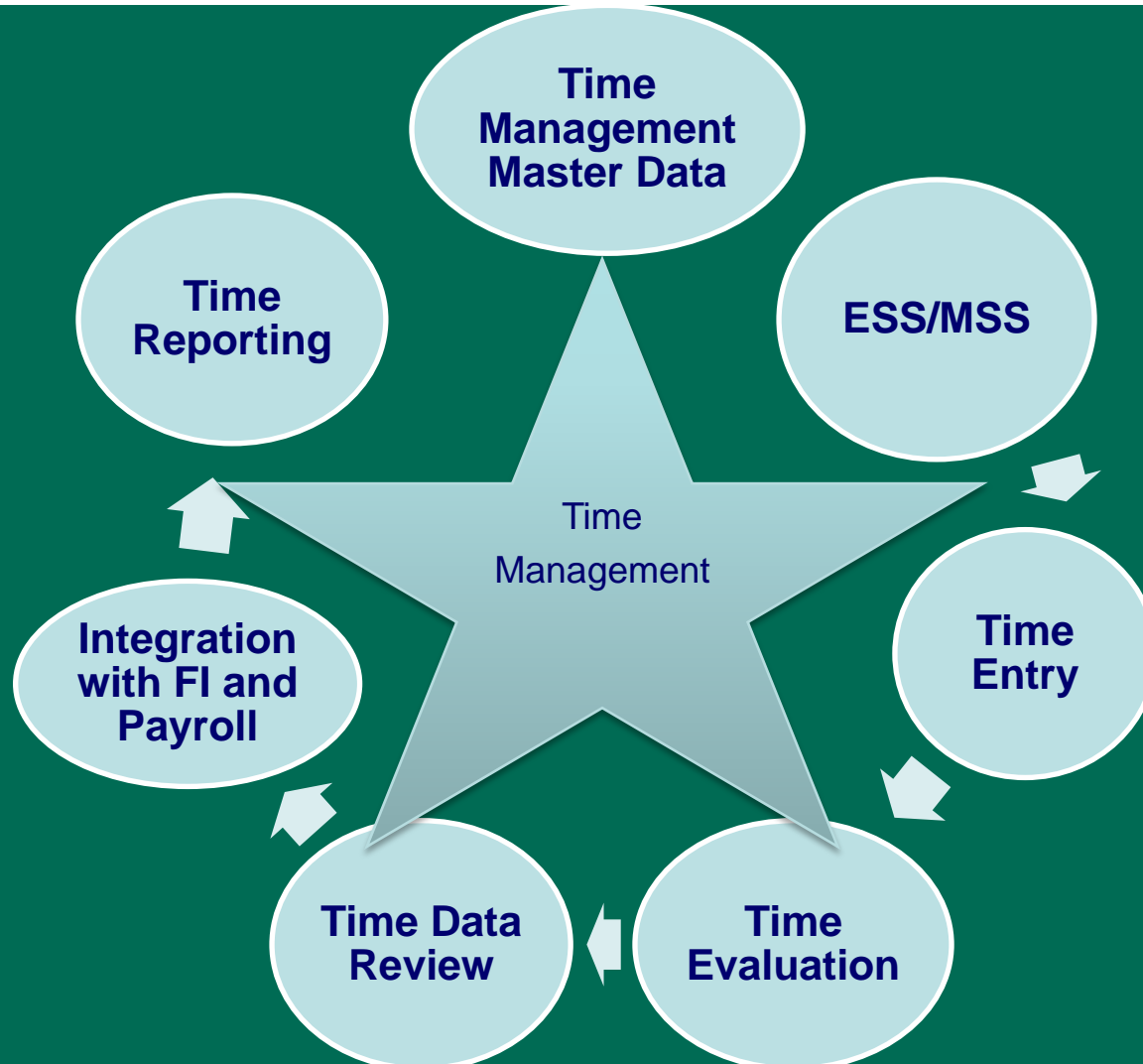
We Are Implementing...

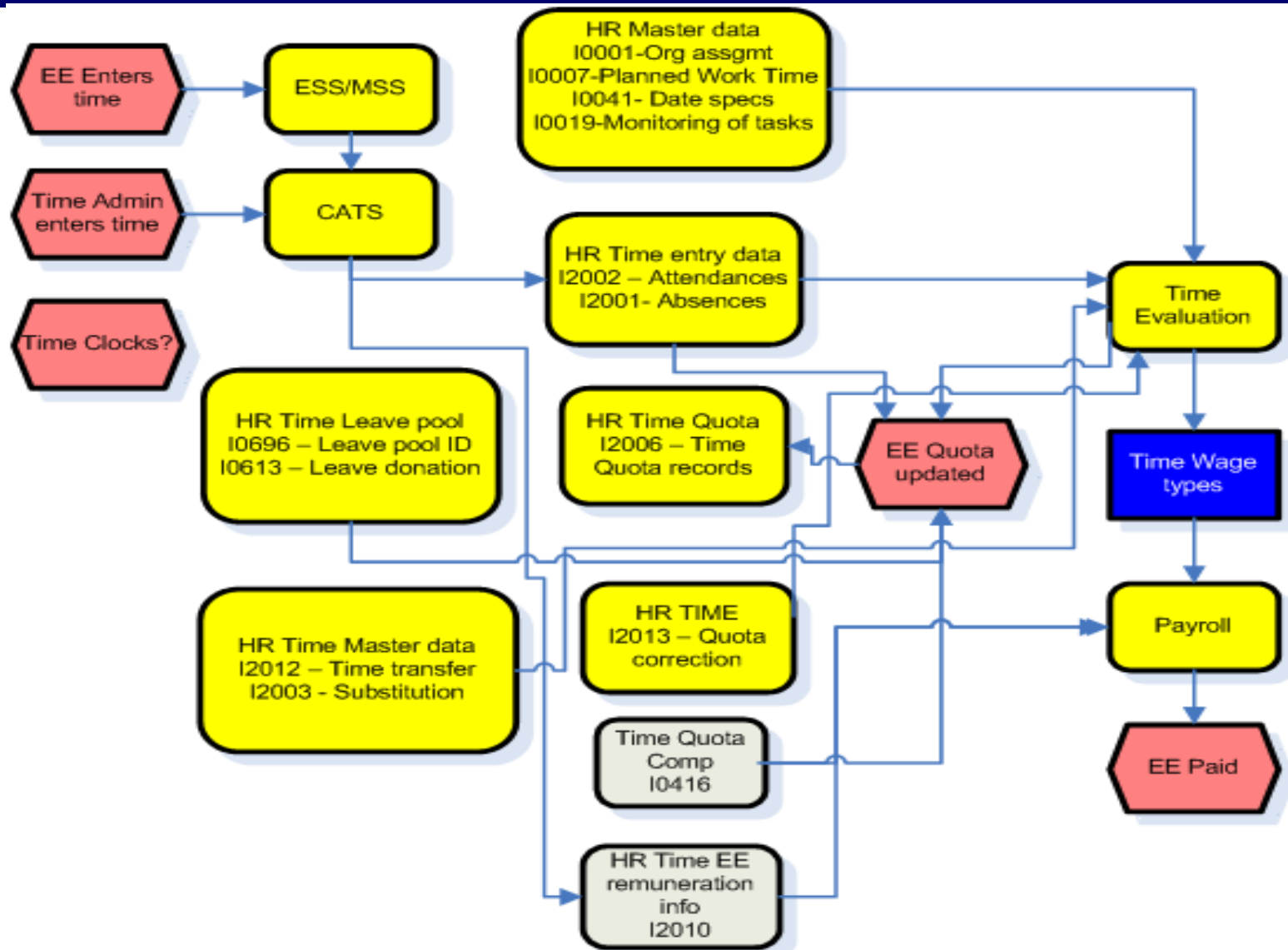


...a Strong Foundation

- To discuss leave administration policies and procedures and leave programs for the SC State Government.
- To capture business requirements for time recording, maintenance, and reporting.

SAP Time Management





- ④ Define Quota (Accrual) Definitions
 - Annual Leave
 - Sick Leave
 - Holiday Compensatory Time
 - Compensatory Time
- ④ Definition of Accrual Schedules
- ④ Management of Leave Balance Deductions
- ④ FMLA Compliance
- ④ Reports

Quota Types (Leave Accruals)

Annual Leave

– Accrual

- Eligibility
- Computation
- Rate of Earnings
- Schedules Other Than a Five-Day Workweek of 37.5 or 40 Hours Per Week
- Maximum Accrual and Carryover
- Definition of the Unit of Calculation (Increments)

Quota Types (Leave Accruals)

Annual Leave Continued

– Deduction

- Using and Scheduling of Annual Leave
- Scheduling Leave
- Maximum Days Used Per Year- Exceptions
- Increments for Use
- Holiday During Leave
- Transfer from One State Agency To Another
- Payment Upon Separation From Employment

– Records

Quota Types (Leave Accruals)

Sick Leave

– Accrual

- Eligibility
- Computation
- Rate of Earnings
- Maximum Accrual and Carryover - Exceptions
- Sick Leave Advancement

Quota Types (Leave Accruals)

Sick Leave Continued

– Deduction

- Using and Scheduling Sick Leave
- Reasons for Permitted Use of Sick Leave
- Family Sick Leave Usage
- Verification Procedures
- Increments for Use of Sick Leave
- Use of Sick Leave Before Going on Leave W/O pay
- Holiday During Sick Leave

Quota Types (Leave Accruals)

Sick Leave Continued

-Transfer

- Between State Agencies
- Between A State Agency and School District

-Separation from Employment

- Retirement
- Reduction in Force
- Break in Service

-Records

Quota Types (Leave Accruals)

Compensatory Time

By interpretation of the United States Department of Labor, the State is considered to be one employer for the purposes of applying FLSA. [\(29 USC § 203 \(r\) \(1\) and 29 USC § 203 \(s\)\)](#)

Compensatory Time Continued

- Agency Policy Considerations
- Rate of Earnings Non-Exempt Employees
- Rate of Earnings Exempt Employees
- Approval Process (Agency Specific Practices)
- Maximum Accumulation for Non-Exempt Employees
- Maximum Accumulation for Exempt Employees
- Separation from Employment (Exempt/Non-Exempt Employees)
- Employment at More Than One Agency
- Records

Holiday Compensatory Time

- Eligibility
- Agency Holiday Observance Procedures
- Computation of Holiday Earnings
- LWOP and Holiday Accrual (Day Before/Day After/Both)
- Leave With Pay and Holiday Accrual
- Approval Process for Working on a Holiday or Shifting a Holiday (Agency Specific Practices)
- Separation from Employment (Exempt/Non-Exempt Employees)
- Observance Limitations (90 Days/One Year)
- Records

Absence Types (Other Leave Programs)

Administrative Leave	Adoption Leave	American Red Cross Certified Disaster Service Leave
Blood Drive and Donation Leave	Bone Marrow Donor Leave	Court Leave
Death in Immediate Family Leave	Educational Leave	Extended Disability Leave
Family and Medical Leave (FMLA)	Hazardous Weather and Emergency Leave (Paid/Unpaid)	Military Leave
State Employee Grievance and Appeals Attendance	Voting Leave	Workers Compensation Leave
Organ Donor Leave	Leave Transfer Pool	Family Sick Leave
Leave of Absence without Pay (LWOP)	Annual Leave	Sick Leave
Holiday Compensatory Leave	Compensatory Time	

Absence Types (Other Leave Programs)

Administrative Leave

- Agency Practices
- Maximum Use

Adoption Leave

- Agency Practices
- Maximum Use
- Verification

American Red Cross Certified Disaster Service

- Agency Practices
- Maximum Use
- Verification

Absence Types (Other Leave Programs)

Blood Drive and Donation Leave

- Agency Practices
- Maximum Use

Bone Marrow Donor Leave

- Eligibility
- Maximum Use
- Verification

Absence Types (Other Leave Programs)

Court Leave

-Jury Duty (With Pay)

- Agency Practices
- Verification
- Exceptions

-Subpoenaed As a Witness (With Pay)

- Agency Practices
- Verification
- Exceptions

Absence Types (Other Leave Programs)

Death in Immediate Family

- Qualifying Family Member
- Agency Practices
- Verification

Educational Leave

- Agency Practices
- Verification
- Use of Other Leave Types

Extended Disability Leave

- Agency Practices
- Certification of Disability
- Verification
- Maximum Usage
- Coordination With Other Leave Types
- Exceptions

Absence Types (Other Leave Programs)

FMLA

State government is considered a single employer for the purpose of determining FMLA leave. (29 CFR  825.108)

Absence Types (Other Leave Programs)

FMLA

- Eligibility
- Qualifying Reasons
- Scheduling
- Verification
- Agency Process for Designation of FMLA
- Coordinating Paid and Unpaid FMLA Leave
- Transfer From One Agency to Another
- Recordkeeping

Hazardous Weather and Emergency Leave

- Declaration of Emergency by the Governor
- Other “Emergency Conditions”
- Process for Defining Essential Staff/Non-Essential Staff
- Emergency Contacts on File with OHR (HRIS)
- Compensation
- Coordination of Use of Other Leave Types
- Make Up Option

Absence Types (Other Leave Programs)

Military Leave

-Short Term Military Training

- Agency Practices
- Verification
- Duration
- Call to Serve During an Emergency
- Term (Calendar Year/Fiscal Year)
- Renewal (Annual)
- Recordkeeping

Absence Types (Other Leave Programs)

Military Leave

-Long Term Military Leave of Absence

- Agency Practices
- Verification
- Duration
- Term
- Coordination With Other Leave Types
- Recordkeeping

Absence Types (Other Leave Programs)

Voting Leave

- Agency Practices
- Verification
- Duration

Workers' Compensation Leave

- Agency Practices /Process for Election
- Coordination with Administrative Leave
- Coordination/Proration With Annual Leave/Sick Leave
- LWOP

Organ Donor Leave

- Eligibility
- Scheduling and Usage
- Verification
- LWOP
- Coordination with FMLA
- Recordkeeping

Absence Types (Other Leave Programs)

LWOP

- Agency Practices (Approval Requirements/Return to Work)
- Eligibility
- Usage (Dual Employment/Periods of Illness/Military Leave/Disciplinary)
- Can LWOP be Used When There Are Balances With Other Leave Types?
- Date Monitoring (Impact to Service Dates or Other Dates)
- Impact to Accrual of Other Leave Types (Sick/Annual/Holiday)

Absence Types (Other Leave Programs)

LWOP

- Coordination with Other Leave Types (Extended Disability/ FMLA/Workers' Compensation)
- Priority of Use With Other Leave Types
- Notifications
- Recordkeeping

Leave Transfer Program

- Agency Practices for Maintenance of Leave Transfer Pool Accounts (Sick/Annual)
- Forms (Request/Recipient/Restoration)
- Eligibility to Donate
- Scheduling and Usage
- Limitations for Usage
- Verification and Approval Process

Leave Transfer Program

- Monitoring
- Reporting
- Coordination with FMLA
- Recordkeeping
- Separation From Employment

Reporting and Other Requirements

- Standard Reports
- Calendar or Fiscal Year Requirements
- Notifications
- Current Systems Used to Generate the Reports
- Current Leave Tracking (Manual or Automated)
- FMLA Tracking (Manual or Automated)
- Reminders or Notifications
- Vacancy Tracking
- Interfaces /Conversions

Questionnaire Responses and Wrap Up

- Review Questionnaire Responses
- Review Business Processes
- Document Open Issues
- Review Parking Lot Items
- Next Steps
- Contact Information – Sammie.Chumley@SCEIS.sc.gov



Final Questions

